



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

IMAH-HRD-C

APR 14 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Installation Management Agency Policy Memorandum # 31,
Position Classification and Job Grading Authority (Revised)

1. REFERENCES.

- a. 5 U.S.C. 5107, Classification of Positions.
- b. 5 U.S.C. 5346, Job Grading System.
- c. 5 CFR 511.202, (Classification) Authority of Agency.
- d. 5 CFR 511.203, Exercise of (Classification) Authority.
- e. Public Law 92-392, Federal Wage System, Job Grading System.
- f. DoD 1400.25M, Civilian Personnel Manual, Chapter 500, Subchapter 511, Classification Program.
- g. DoD Supplemental Guidance for the General Schedule Supervisory Guide (GSSG), June 1993 (for FWS to GS grade equivalencies).
- h. Memorandum, Assistant Secretary of the Army (Manpower and Reserve Affairs), Civilian Personnel Policy (SAMR-CPP), December 17, 1997, subject: Delegation of Position Classification Authority.
- i. Memorandum, Administrative Assistant to the Secretary of the Army, September 29, 2003, Subject: Delegation of Civilian Personnel Authorities to Headquarters, Department of the Army (HQDA) Activities.
- j. AR 215-3, Non-appropriated Fund Personnel Policy, August 29, 2003.
- k. Memorandum, Administrative Assistant to the Secretary of Army, May 21 2004, subject: Delegation of Classification Authority for Non-appropriated Fund (NAF) Positions.

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I. Memorandum, Headquarters, Department of the Army Installation Management Agency, May 2, 2003, Subject: Moratorium on Establishing and Filling New Civilian Positions at Army Garrisons. (Rescinding moratorium through revised PM #31.)

2. PURPOSE. To provide Installation Management Agency (IMA) guidance and procedures on the exercise of delegated position classification and job grading authority; and to rescind the IMA moratorium on filling garrison positions (reference 1.I.)

3. APPLICABILITY. All appropriated fund (APF) U.S. citizen positions throughout IMA, and Local National positions, when appropriate and authorized by host nation agreements.

4. POLICY. The references and IMA guidance require each position to be accurately described and classified. Each civilian position will be classified in accordance with law, regulations, and in accordance with applicable position classification and job grading standards and guides published by the United States Office of Personnel Management (OPM), Department of Defense (DoD) and Department of the Army (DA). These are the sole criteria by which position classification and job grading decisions will be exercised within IMA. IMA officials exercising delegated position classification and job grading authority are reminded that position descriptions are pay documents that draw on Army funds, and that the exercise of delegated classification authority requires the same due diligence as is used in exercising any other fiscal authority.

a. The Director and Principal Deputy Director, IMA, have authority to classify any position in IMA and to withhold classification and job grading authority within IMA. DIMA and Principal Deputy DIMA (PDDIMA) retain classification and job grading authority for HQ, IMA positions, IMA Region and Garrison positions at grade GS-15 and higher, and comparable Federal Wage System (FWS) positions, to include all IMA standardized position descriptions.

b. IMA Region Directors and Deputy Directors have position classification and job grading authority for positions within their region headquarters and garrisons graded GS-01 through GS-14 and for comparable FWS positions.

c. Garrison Commanders, Deputies to the Garrison Commanders, and Garrison Managers have position classification and job grading authority for positions within their chains of command graded GS-01 through GS-13, GS-14 subject to Region Director's discretion and comparable FWS positions.

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d. OCONUS IMA Region Directors have position classification authority for local national positions within their region to the extent allowed by applicable agreements with the host nation governments. OCONUS Region Directors will determine the extent to which local national position classification authority will be further re-delegated within their regions, but not lower than Garrison Commander, Deputy to the Garrison Commander and Garrison Manager.

e. Any IMA official exercising classification authority must be certified in accordance with reference 1.h. by obtaining training from their servicing Civilian Personnel Advisory Center (CPAC). This authority may not be further re-delegated except as provided herein. When classification officials choose not to exercise their delegated position classification and job grading authorities, the authority to classify and grade civilian positions will be exercised by the servicing Civilian Personnel Operations Center (CPOC). Delegation of this authority to Civilian Personnel Advisory Center (CPAC) or other non-managerial/supervisory personnel is prohibited. Classification and job grading authority throughout IMA may be withdrawn for cause by the IMA Director or Principal Deputy Director.

f. The IMA standardized position descriptions regardless of the grade level may not be reclassified without prior approval of the IMA Director or Principal Deputy Director. Regions and garrisons may amend standardized position descriptions to meet local requirements if doing so does not impact the IMA's final classification determination (title, series and grade).

5. PROCEDURES.

a. IMA Regions and Garrisons will maintain records of all classification decisions where the IMA classification official has disagreed with the CPOC classification advisory. The IMA Regions and Garrisons will provide to HQIMA, IMAH-HRD-C the written advisory outlining their reasons for the decision before submitting the final determination to the servicing CPOC. The HQIMA and Regions will review these actions for consistency, appropriate application of OPM, DoD and Army classification regulatory guidance; and when necessary, implement corrective action. A region and garrison fiscal year report accounting for the classification overrides will be submitted annually to the Region Director who will consolidate and submit final report to HQIMA, IMAH-HRD-C, by the 15th of November each year. The fiscal year report will be shared with the HQDA, Office of the Administrative Assistant to the Secretary, Human Resource Management Directorate. The report will identify the following information:

- (1) Original title, series and grade determined by the IMA classification official

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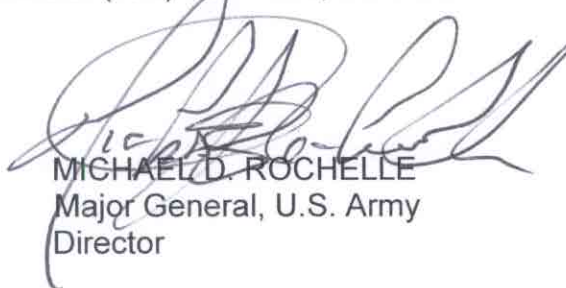
(2) CPOC classification advisory title, series and grade

(3) Final classification determination by the IMA classification official

(4) The position's organization location, date classified, position description
number, and name and organizational title of the IMA classification official

b. The IMA delegated position classification program will be subject to the
Organization Inspection Program.

6. PROPONENT. The Headquarters Installation Management Agency, Human
Resources Division, Civilian Personnel Branch is the proponent for this IMA policy.
POC is the chief Classification Section, at commercial (703) 602-3328, DSN 332-3328;
NAF POC is Chief NAF Section at commercial (703) 602-7438, DSN 332-7438.



MICHAEL D. ROCHELLE
Major General, U.S. Army
Director

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Director, Europe Region, Unit 29353, Box 200, APO AE 09014

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CF:

HQDA, Office of the Assistant G-1 for Civilian Personnel Policy, Civilian Human
Resources Agency, 5440 Student Drive, Aberdeen Proving Ground, MD 21005

HQDA, Office, Administrative Assistant to the Secretary, Human Resource
Management Directorate, ATTN: JDRP-HR, 2531 Crystal Drive, Taylor Bldg, 8th Floor,
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